

Original Emergency Permits

An Emergency Permit is issued at the request of a school district in a content area for which the district is experiencing difficulty staffing the assignment with a properly licensed educator. The Emergency Permit (EP) is a temporary credential issued to a school corporation or special education cooperative for a person who is not licensed for that assignment. The applicant must possess the minimum of a Bachelor's Degree from a regionally accredited university in order to be eligible for the EP. The individual holding the EP must make a commitment to work toward completion of an approved program to either add the content area(s) of the EP to an existing license or to obtain an Initial Practitioner license for the content area(s). The permit holder must meet with a licensing advisor at an Indiana institution in order to learn about the requirements for completing the appropriate program.

Applicants for original Emergency Permits (EPs) for ALL Career and Technical Education (CTE) areas must provide verification of 4000 hours of non-teaching industry work experience. The experience verification should be included in a signed letter on business letterhead. The letter should document work responsibilities and the number of hours worked.

An applicant has four (4) weeks from the day the teaching assignment begins in the school in which the applicant is employed to apply for an EP.

The EP is valid for one school year. Once issued, it may be requested to be renewed by the school if the applicant completes the renewal requirements. A school employer may approve an application for a renewal of an EP annually as long as the EP holder can meet renewal requirements by providing proof of continuing progress toward achieving full licensure in the content area on the permit. Failure to meet renewal requirements may result in denial of the renewal application.

The permit will have an issue date which coincides with the receipt date of the application. All EPs expire on June 30th and should not be applied for before July 1st.

The following content areas are not available for the EP:

- Instructional: Driver & Traffic Safety
- School Services: School Psychologist

NOTE: Failure by the educator to complete the required six semester hours of renewal work under the guidance of the licensing advisor may result in denial of the application for renewal of the EP.

The Office of Educator Effectiveness and Licensing will strictly adhere to the **four-week deadline** for submission of an application for the EP.

To be eligible to receive an emergency communication disorder permit, an individual must:

- (1) Submit official transcripts showing a bachelor's degree in speech, language, and hearing sciences or an equivalent bachelor's degree in this subject area;
- (2) Provide verification from university that they are enrolled in an approved Communications Disorders Program/SLP.

Required Documents:

- Valid CPR card from IDOE approved provider.
- Suicide Prevention Certificate.
- Official transcripts of all degrees of the applicant (not needed if the application holds an Indiana Educator License).
- EPs for Building Level Administrators require letter verifying a minimum of two years teaching experience.
- EPs for ALL Career and Technical Education (CTE) areas must provide documentation verifying 4000 hours of documented work experience. This should be a signed letter on business letterhead. The letter should document work responsibilities and the number of hours worked.

Step-By-Step Instructions:

1. Click on the [LVIS Portal Link](#)
2. Create Profile
3. Fill out all the required fields and click "Create Profile."
4. Go to your personal e-mail and find the e-mail(s) [LVIS](#) just sent you. It will be from "System Administrator." If it ended up in your SPAM/JUNK e-mail folder, you need to add the e-mail address to your contact or safe senders list.
5. Click the link "Verify e-mail."
6. Log into your [LVIS](#) account.
7. Click on "Emergency Permit – Original Instructional" under permits.
8. Type in the subject area
9. Click "Next".
10. Update your employment information with the school corporation, click "Next."
11. Answer the questions. If you answer yes to any of them, you will need to upload the documentation required. Click "Next."
12. Upload the required documentation. Click "Next."
13. If you have everything completed, you will be able to "Submit Application." If not, you need to fix what is missing.
14. Click the link to pay for all pending applications. \$35.00 + \$1.72 processing fee.
15. Mark the box under the "Pay?"
16. Fill out all the Billing information.
17. Click "Review Summary."
18. Click box under Refund Policy.
19. Click "Submit."